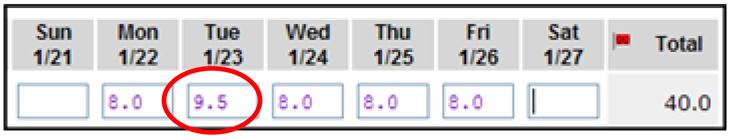
Employee Tasks

Editing Hours Worked

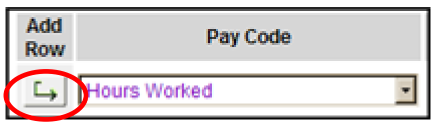
1. Click the cell in the desired date column; delete the existing duration and type the new duration (actual number of hours worked).



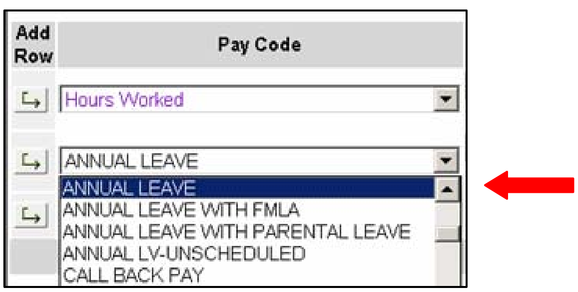
2. Click *SAVE.*

Adding a Pay Code

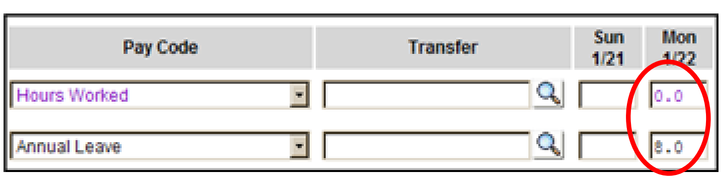
1. Insert a new row by clicking on the arrow in the Add Row column.



2. Click the drop-down arrow in the ***Pay Code*** cell in the new row.
3. Click the desired Pay Code.



4. Click in the date column in the added row and enter the number of hours (use format HH.hh) assigned to this Pay Code.
5. Adjust the daily hours by modifying the original hours as necessary.



6. Click *SAVE.* The system recalculates the hours and the new pay code amount is saved to the timecard.

View Timecard Summary

1. Click the ***Totals Summary*** link on the timecard.
2. View the ***Totals Summary*** to review time timecard totals.
3. Click ***OK*** to return to the timecard.

Note: This will reflect the time period displayed within the timecard.

Timecard Indicators & Colors

Indicators	Description
Fri 1/12 8.0	A purple amount indicates MCtime generated the hours from the employee's schedule.
Save	A yellow border around the **Save** button indicates edits have not been saved.
Mon 1/08	A red outline around a box is a warning that a value may be missing or needs to be verified.
Thu 1/11	A blue outline around a date indicates non-worked time such as Annual Leave.
8.0	A duration amount shown in purple on a gray background indicates the amount was automatically populated by the employee's schedule and cannot be edited. This includes holidays and locked pay period adjustments.

NOTES

SAVE frequently to avoid data loss.

To cancel edits made to the timecard but not yet saved, select ***Actions > Refresh*** from the timecard menu.

To recalculate timecard totals without saving changes, select ***Actions > Calculate Totals***.

Enter time in decimal format. For example, to enter 8 hours and 15 minutes, type 8.25.

Rows can be removed by deleting all time durations within a row, then click ***SAVE.***

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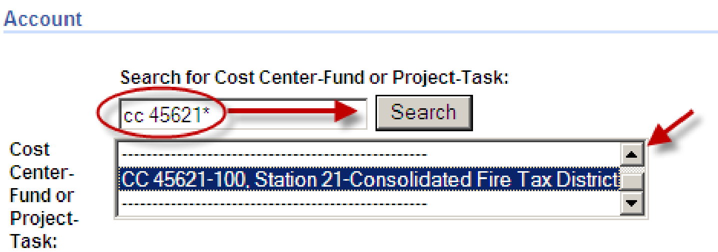
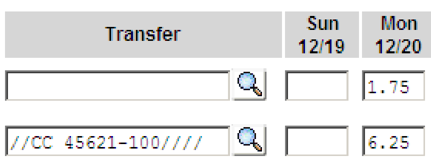
Employee Tasks

Cost Center – Fund Transfer

1. Click the Add Row arrow icon to add a new row.
2. Click the magnifying glass next to the *Transfer* cell in the new row to open the *Transfer Selection* box. Open the *Transfer Selection* box fully.
3. Click in the box for the *Cost Center –Fund or Project-Task*.
4. Most cost centers start with the department number. To search for a *Cost Center-Fund*, you must enter "CC" followed by a space then the two digit department number immediately followed by an asterisk (*) wildcard.
5. Click Search. Use the scroll arrow to the right to locate the appropriate *Cost Center-Fund*.



6. Click the desired *Cost Center -Fund*.
7. Click *OK.*
8. Click the cell for the desired date on the same row as the new *Cost Center-Fund* and enter the number of hours (use format HH.hh) worked.
9. Adjust the daily hours by modifying the original hours as necessary.
10. Click *SAVE*.



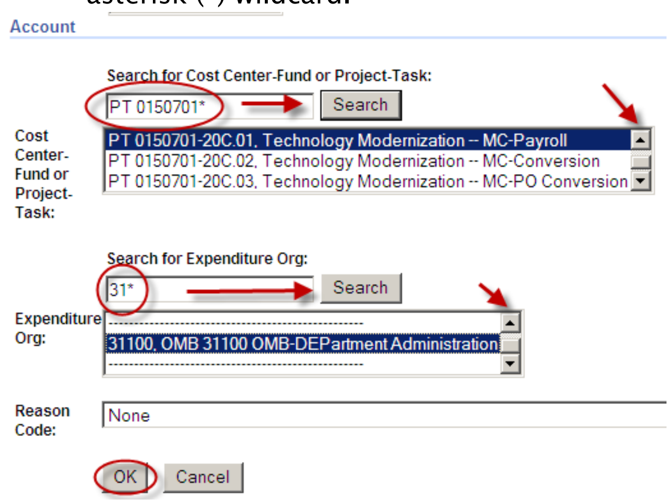
NOTES

The hours that populate your timecard each pay period are based upon your assigned schedule. Verify that your timecard displays the appropriate duration of hours on the appropriate days. If incorrect, notify your supervisor immediately. Schedules are not assigned to temporary employees. Cost Center – Fund information is now in Oracle Labor Distribution. This is not visible in MCtime.

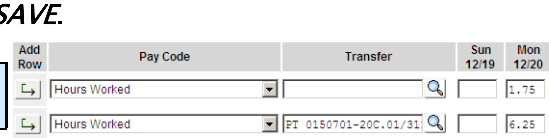
Shift Differential Pay, Stand By Pay & Call Back Pay should be recorded by adding a new row to the timecard. Follow the Procedures for Adding a Pay Code on page 1.

Project-Task with Expenditure Org Transfer

1. Click the Add Row arrow icon to add a new row.
2. Click the magnifying glass next to the *Transfer* cell in the new row to open the *Transfer Selection* box. Open the *Transfer Selection* box fully.
3. Click in the box for the *Cost Center -Fund or Project-Task*.
4. To search for a *Project-Task*, you must enter "PT 0" (PT space zero) followed immediately by the project code immediately followed by an asterisk (*) wildcard.
5. Click Search. Use the scroll arrow to the right to locate the appropriate *Project-Task*. Click on the desired Project-Task, if it does not automatically populate.
6. An *Expenditure Org* must be entered whenever a *Project-Task* is recorded. Most *Expenditure Orgs* start with the department number. To search an *Expenditure Org*, enter at least the two digit department number followed by an asterisk (*) wildcard.



7. Click OK to record the *Project-Task* and *Expenditure Org* and return to the timecard.
8. Click the cell for the desired date on the new row and enter the number of hours (use format HH.hh) worked on that *Project-Task*.
9. Adjust the daily hours by modifying the original hours as necessary.
10. Click *SAVE*.



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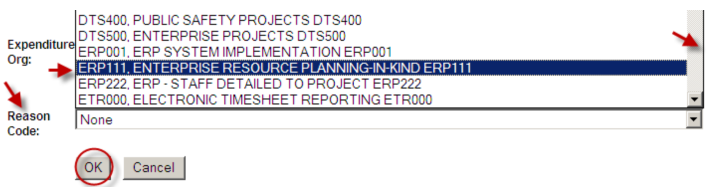
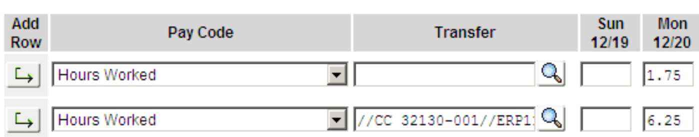
Employee Tasks

Reason CodeTransfer

1. Click the Add Row arrow icon to add a new row.
2. Click the magnifying glass next to the ***Transfer*** cell in the new row to open the ***Transfer Selection*** box. Open the ***Transfer Selection*** box fully.
3. Click in the ***Reason Code*** box and use the scroll bar to find and select the ***Reason Code***.



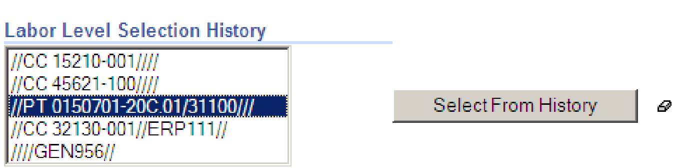
4. Click the desired ***Reason Code***.
5. Click ***OK.***
6. Click the cell for the desired date on the new row and enter the number of hours (use format HH.hh) worked in that ***Reason Code***.
7. Adjust the daily hours by modifying the original hours as necessary.



8. Click ***SAVE.***

NOTES

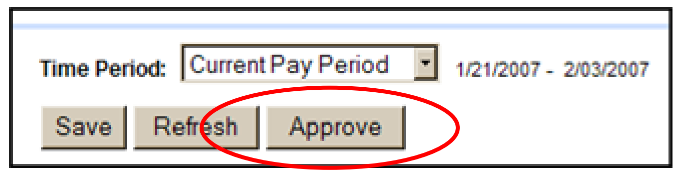
The most recent transfers performed are retained as history. You may select the codes you need directly from the Labor Level Selection History box if they are available. You may also delete codes from your history by using the eraser icon.



Timecard Approval

1. Open the timecard.
2. Select the correct ***Time Period*** for approval.
3. Click ***APPROVE*** to approve the timecard.

   Upon approval, an Approvals box displays at the top of the timecard.



Removing Timecard Approval

1. Open the timecard.
2. Select the correct ***Time Period*** to remove approval.
3. Click ***Remove Approval*** to remove approval from the timecard.

   Edits can now be made to the timecard.

NOTES

Approve your timecard by close of business on the last day worked of the current pay period.

Overtime hours are not entered separately. They are captured by increasing the hours worked for a day.

Overtime hours may be charged to a different account by adding a new row of hours worked and performing the appropriate transfer.

Overtime compensation defaults –

Non-exempt Employees – Receive PAID overtime

Exempt Employees – Receive compensatory leave

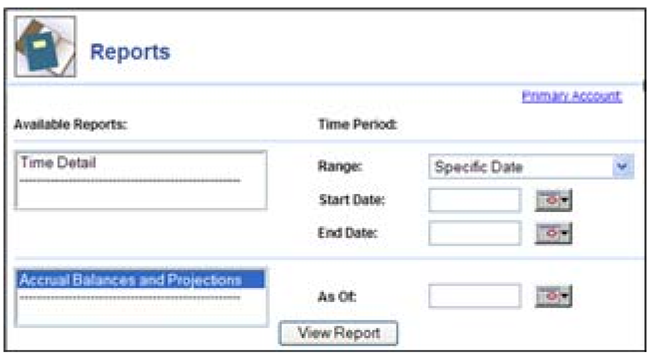
Your supervisor may change the form of overtime payment at your request and with supervisory approval. Notify your supervisor if you desire the form of payment to be changed for a specific day or time period.

Employee Tasks

Viewing Leave Balances

1. From the timecard, click the ***REPORTS*** link to open the Reports window.
2. Click the ***Accrual Balances & Projections*** Report.
3. Click the ***As Of*** calendar icon and select today's date.
4. Click ***View Report***.
5. Click the browser's back button to return to the previous screen.

All columns that display Projections should be ignored. Projected Takings and Credits should display 0.



Generating Time Detail Report

1. Click the ***REPORTS*** link to open the Reports window.
2. Click the ***Time Detail Report***.
3. Select a ***Time Period***. You may select a specific date or a range of dates using the Start Date and End Date.
4. Click ***View Report*** to display timecard detail and totals for the date selected.
5. Click the browser's back button to return to the previous screen.

Minutes to Decimal Conversion Table

All time entered should be recorded in decimal time format.

Use the following table to convert hours and minutes into decimal time format. For example, 8 hours and 50 minutes should be entered as 8.83.

Minutes	Decimals	Minutes	Decimals
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50		

Contact MCtime

Help Desk: 240-777-2828 or open a ticket via SHIP

Email: mctime@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/mctime

Visit the **MCtime** website for general information, FAQs, forms and training resources.

Log Off of MCtime Correctly!

Click ***Log Off*** located in the upper right corner of the timecard.

Failure to log off properly could jeopardize the privacy of your timecard information!

Revised December 2010